

6 month reporting date 09/30/04
12 month reporting date 11/29/05

Huron Center for Independence Improvement/Progress Report Form

Principle: 3 – Appropriate Evaluation				
<p>Present levels: (Statement of present levels of performance that resulted in area of non-compliance)</p> <p>24:05:25:04.02. Determination of needed evaluation data. As part of an initial evaluation, if appropriate, the individual education program team required by § 24:05:27:01.01 and other individuals with knowledge and skills necessary to interpret evaluation data, determine whether the child has a disability, and determine whether the child needs special education and related services as appropriate, shall:</p> <p>Prior notice with parent input is not consistently used. Parents are not notified on the prior notice of what evaluations will be done, nor is it documented that they are given the opportunity to provide input into the evaluation process.</p>				
<p>Desired Outcome(s): Through systemic change, the district/agency will achieve these results for students with disabilities and their families.</p> <p>The agency provided appropriate written notice, obtains informed consent and gives parents the opportunity to provide input into the evaluation process before assessments are administered to a child as part of an evaluation or reevaluation.</p>				
<p>Measurable Goal: The district/agency determines what goals are appropriate given the areas of difficulty. There must be a direct relationship between the goal(s) and the needs identified in the present levels. (Multiple goals may be identified for each principle. Please complete a new sheet for each goal.)</p> <p>Written notice will be provided, informed consent will be obtained and parents will be given the opportunity to provide input into the evaluation process.</p>				
Short Term Objectives: Include the specific measurable results that will be accomplished and the criteria that will be used to measure the results.	Timeline for Completion	Person(s) Responsible	6 month progress Record date objective is met	12 month progress Record date objective is met
<p>1. What will the district do to improve?</p> <p>A revised parental consent form will be implemented which more clearly defines the areas to be assessed. Agency staff will receive training on how to complete the parental consent form, procedures for obtaining parental consent and acquisition of parental input for all evaluations.</p> <p>What data will be given to OSE to verify this objective?</p> <p>The agency will report the date the new form is fully implemented. The agency will report the training date and the number staff that participated. A copy of the revised prior notice/consent document will be submitted to SEP.</p>	September 30, 2004	Georgia Langbehn		<p>6-05</p> <p>Met 11/29/05</p>

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Please explain the data (6 month)

Please explain the data (12 month)

Revised form was placed on agency templates, ready for use, in June, 2004. Revised form is sent hard copy.

Three case managers were trained on completing the parental consent form, procedures for obtaining parental consent and the acquisition of parental input for all evaluations in June 2004.

2. What will the district do to improve?

Agency staff will ensure all evaluations for which parental consent is obtained will be administered. Areas of evaluations will not be administered without parental consent.

What data will be given to OSE to verify this objective?

For the next 3 year reevaluation, agency staff will provide SEP one prior notice/consent form and evaluation report for a student to ensure all evaluations listed on the prior notice were administered and that evaluations were not administered without parental consent.

March 30, 2005

**Georgia
Langbehn**

6-05

**Met
11/29/05**

Please explain the data (6 month)

Please explain the data (12 month)

When reviewed, the agency served 6 students. Three of those students went off School District Funding 6-04, leaving only 3 students. Two of those student's 3-year evals are not due in 04. The one remaining student's 3 year re-evaluation was due in 6-04. The new forms were not implemented in 4-04 when this student's IEP was planned and when the prior notice was sent out. In lieu of using the new form, we assured that necessary requirements were met, using our old forms. That IEP is sent hard copy.

Principle: 4 – Procedural Safeguards

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Present levels: (Statement of present levels of performance that resulted in area of non-compliance)

24:05:30:05. Content of notice. The notice must include the following:

- (1) A description of the action proposed or refused by the district, an explanation of why the district proposes or refuses to take the action, and a description of any other options the district considered and the reasons why those options were rejected;
- (2) A description of each evaluation procedure, test, record, or report that the district uses as a basis for the proposal or refusal;
- (3) A description of any other factors which are relevant to the district's proposal or refusal;
- (4) A statement that the parents of a child with a disability have protection under the procedural safeguards of this article and, if this notice is not an initial referral for evaluation, the means by which a copy of a description of the procedural safeguards can be obtained; and
- (5) Sources for parents to contact to obtain assistance in understanding the provisions of this article.

24:05:30:04. Prior notice and parent consent. Written notice must be given to the parents five days before the district proposes or refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child. The five-day notice requirement may be waived by the parents. If the notice described in this section relates to an action proposed by the district that also requires parental consent, the district may give notice at the same time it requests parent consent.

Informed parental consent must be obtained before conducting a first-time evaluation, reevaluation, and before initial placement of a child in a program providing special education or special education and related services.

24:05:25:03. Preplacement evaluation. Before any action is taken concerning the initial placement of a child with disabilities in a special education program, a full and individual evaluation of the child's educational needs must be conducted in accordance with the requirements of this chapter. **Evaluations must be completed within 25 school days after receipt by the district of signed parent consent to evaluate unless other timelines are agreed to by the school administration and the parents.** Consent for initial evaluation may not be construed as consent for initial placement.

24:05:30:06.01. Procedural safeguards notice -- Availability. A copy of the procedural safeguards available to the parents of a child with a disability must be given to the parents, at a minimum: (1) Upon initial referral for evaluation; (2) Upon each notification of an individualized education program meeting; (3) Upon reevaluation of the child; and (4) Upon receipt of a request for a due process hearing under this chapter.

Through a review of student files and interviews with staff, the reviewer found the agency does not provide a complete prior notice to parents/adult students when initiating evaluations and meetings. A prior notice was found, but not with all the required content and it was not consistently used. The notice does serve to alert parents to the activity, but it does not address all the requirements of giving appropriate prior notice. Evaluations must be completed within 25 school days unless other timelines are agreed upon by the agency and the parents. In addition, the agency does not provide parents with a copy of procedural safeguards at the time notice is given.

Desired Outcome(s): Through systemic change, the district/agency will achieve these results for students with disabilities and their families.

The agency ensures that prior notice and parent consent procedures meet the minimum requirement. Procedural safeguards will be made available to the parents of a child with a disability.

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Measurable Goal: The district/agency determines what goals are appropriate given the areas of difficulty. There must be a direct relationship between the goal(s) and the needs identified in the present levels. **(Multiple goals may be identified for each principle. Please complete a new sheet for each goal.)**

Prior notice with all required content will be given to all parents of students with disabilities. All evaluations will be completed within 25 school days unless other timelines are agreed upon by the agency and the parents. Procedural safeguards will be provided to parents at the time notice is given.

Short Term Objectives: Include the specific measurable results that will be accomplished and the criteria that will be used to measure the results.	Timeline for Completion	Person(s) Responsible	6 month progress Record date objective is met	12 month progress Record date objective is met
<p>1. What will the district do to improve? The agency will provide parents with prior notice five days before the agency proposes or refuses to initiate or change the evaluation or educational placement of the child or the provision of a free appropriate public education to the child.</p> <p>What data will be given to OSE to verify this objective? The agency will report the total number of files reviewed and the number of times parents were provided prior notice in those files.</p>	September 30, 2004	Georgia Langbehn		6-05 Met 11/29/05
Please explain the data (6 month)				
Please explain the data (12 month) Three files were reviewed. In two instances prior notice was provided. Prior notice could not confirmed in the one remaining file due to the amount of time that has passed and purging of files.				
<p>2. What will the district do to improve? The agency will obtain informed parental consent before conducting a reevaluation.</p> <p>What data will be given to OSE to verify this objective? The agency will provide the number of files reviewed and the number of times parental consent was obtained before conducting a reevaluation.</p>	On-going	Georgia Langbehn		6-05 Met 11/29/05
Please explain the data (6 month)				

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Please explain the data (12 month)

Three files were reviewed. In two instances prior notice was provided. Prior notice could not confirmed in the one remaining file due to the amount of time that has passed and purging of files.

3. What will the district do to improve?

Evaluations will be completed within 25 school days unless other timelines are agreed upon by the agency and the parents.

What data will be given to OSE to verify this objective?

For the next 3 year reevaluation, agency staff will provide SEP one prior notice/consent form and an evaluation report for a student who has just completed a 3 year reevaluation to ensure all evaluations listed on the prior notice were administered and that evaluations were not administered without parental consent.

On-going

**Georgia
Langbehn**

**6-05
Met
11/29/05**

Please explain the data (6 month)

Please explain the data (12 month)

Requested IEP will be sent hard copy.

Short Term Objectives: Include the specific measurable results that will be accomplished and the criteria that will be used to measure the results.

**Timeline for
Completion**

**Person(s)
Responsible**

**6 month
progress**
Record date
objective is met

**12 month
progress**
Record date
objective is met

4. What will the district do to improve?

The agency will provide parents with a copy of procedural safeguards at the time notice is given.

What data will be given to OSE to verify this objective?

The agency will report the total number of files reviewed and the number of times a copy of procedural safeguards were provided to parents.

Ongoing

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Please explain the data (6 month)

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Please explain the data (12 month)

Three files were reviewed. In two instances procedural safeguards were provided. Procedural safeguards could not confirmed in the one remaining file due to the amount of time that has passed and purging of files.